Richemont LTSD Supplier Application

Long-term Supplier Declarations – SAP Business Network

RICHEMONT

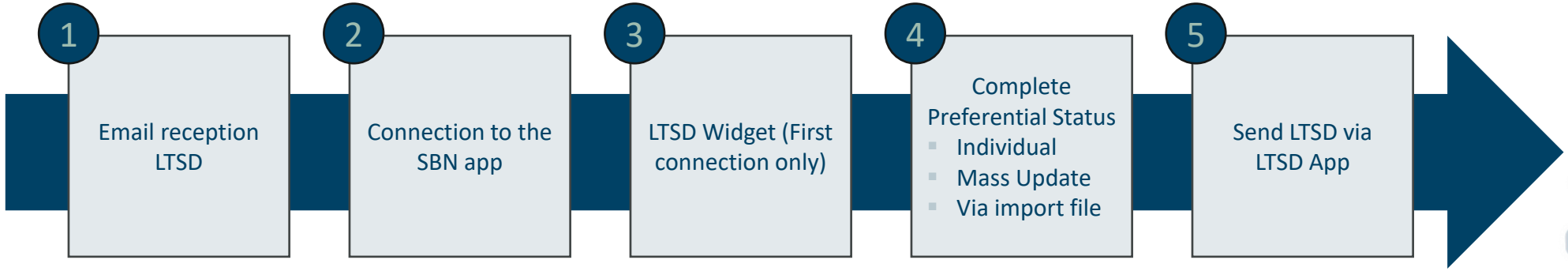
INTRODUCTION

Welcome to the LTSD Supplier App.

This guide provides step-by-step instructions on how to use this digital solution to communicate to Richemont's Maisons if your products qualify for Free Trade Agreements (FTAs).

The app streamlines the process of maintaining Long-Term Supplier Declarations (LTSD) and submitting product preference information, duly signed and stamped, to the Maisons.

LTSD PROCESS



HOME

Select the section you want to consult

LTSD Portal

- **Connect to the LTSD App**
- **Widget Configuration**
- **LTSD Dashboard**
- **Manage LTSD Requests**
- **Send LTSD Requests**
- **Reminder Level on LTSD Requests**

Complete Preferential Status

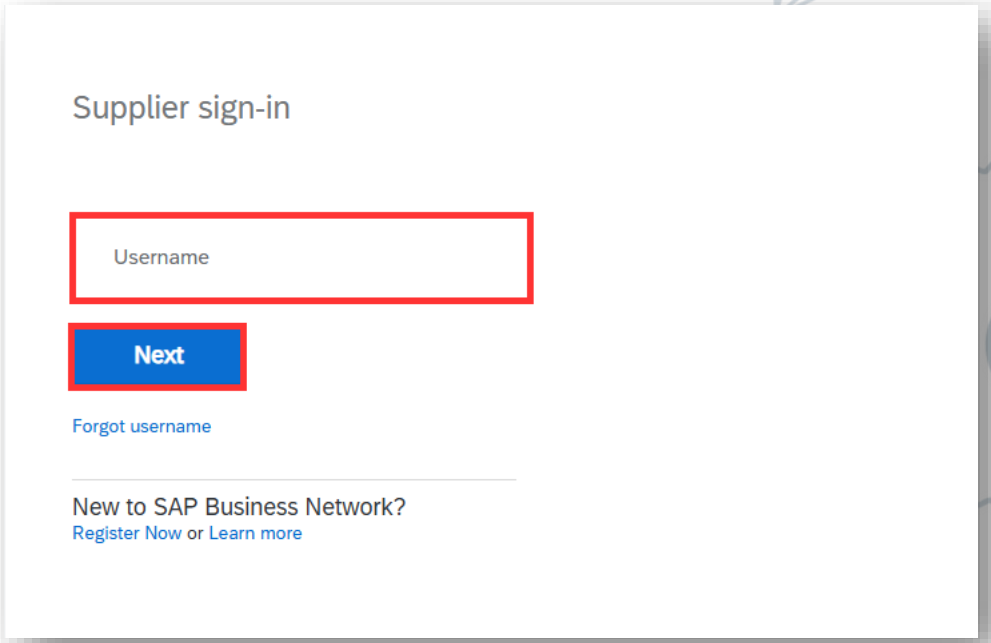
- **Individual for each product**
- **Mass Update**
- **Mass load via import file**

NB : This document is interactive, click on the different areas to navigate

Connect to LTSD App

Connect to the SBN URL

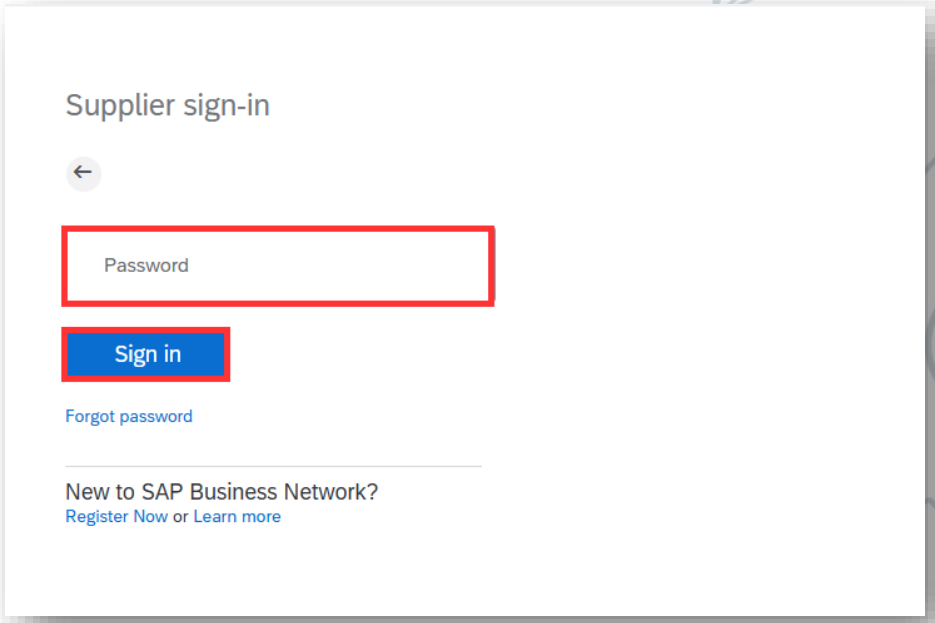
1. Click on the following link to access to the SBN portal : https://service.ariba.com/Supplier.aw
2. Enter Username
3. Click on «Next»



Connect to LTSD App

Connect to the SBN URL

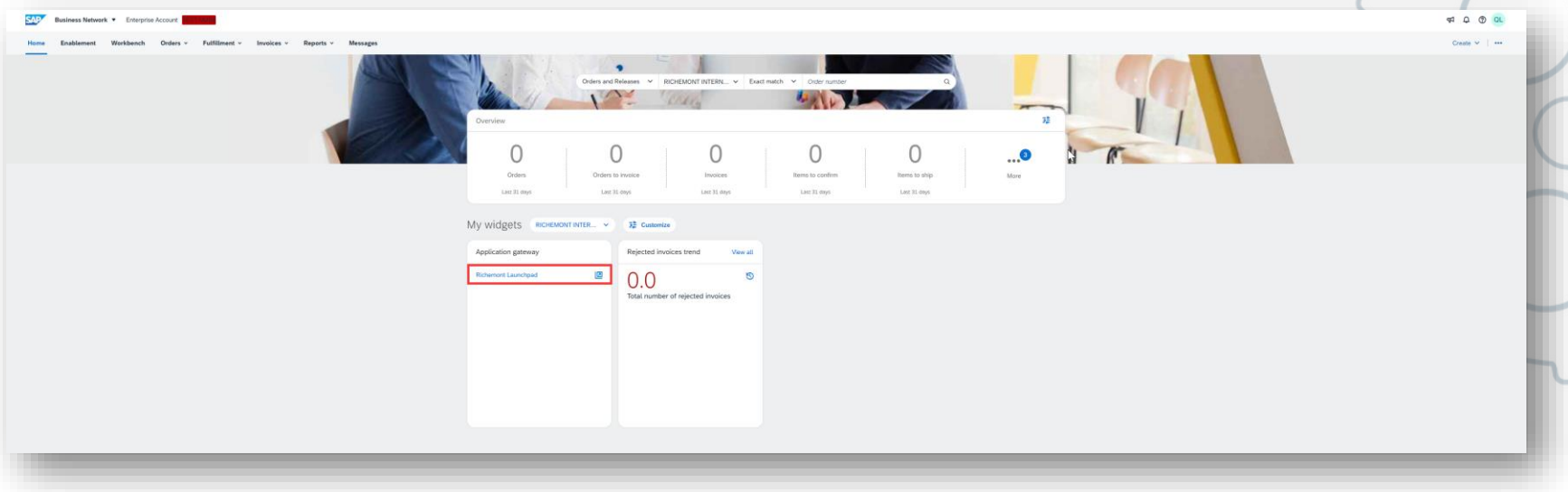
1. Enter Password
2. Click on «Sign In»



Connect to LTSD App

Go to «Richemont Launchpad»

1. Click on the link “Richemont Launchpad” in the widget area

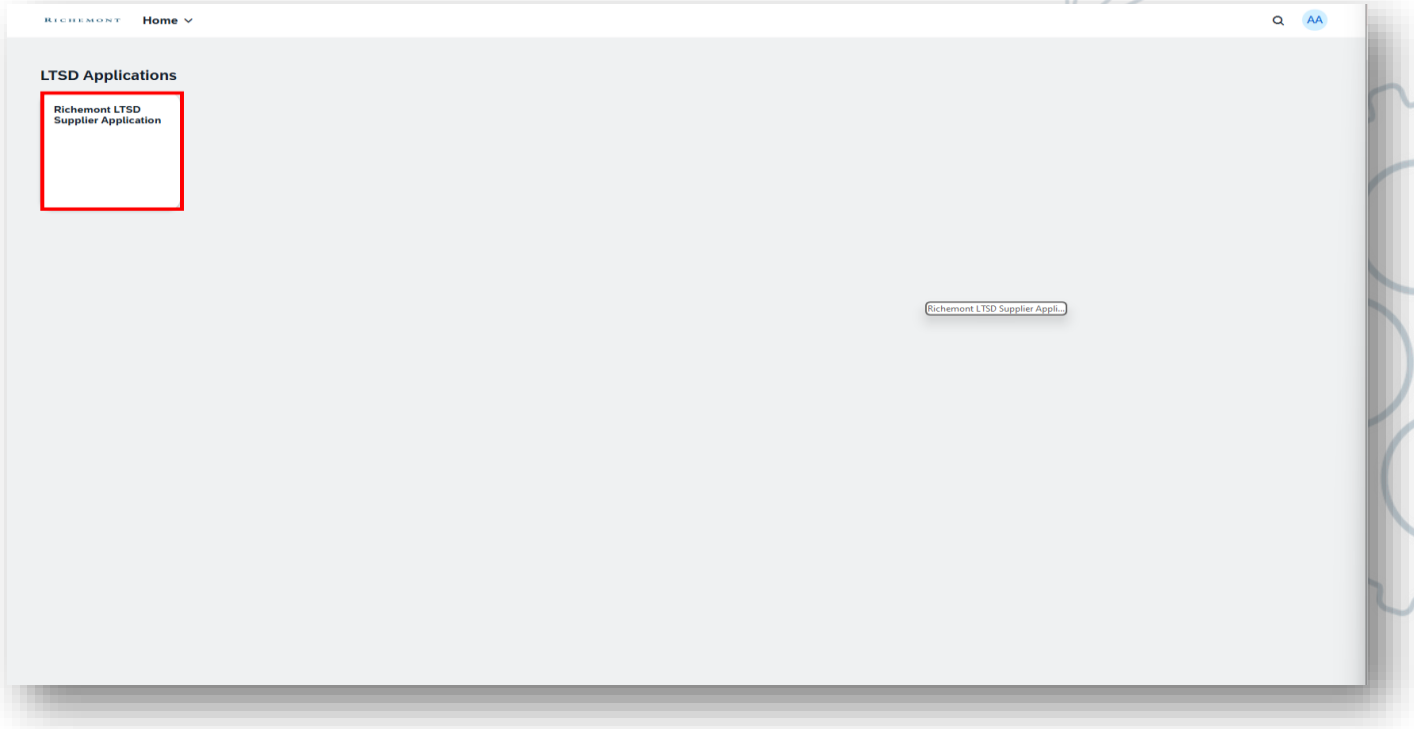


Widget missing ? See the “Widget Configuration” section to configure it

Connect to LTSD App

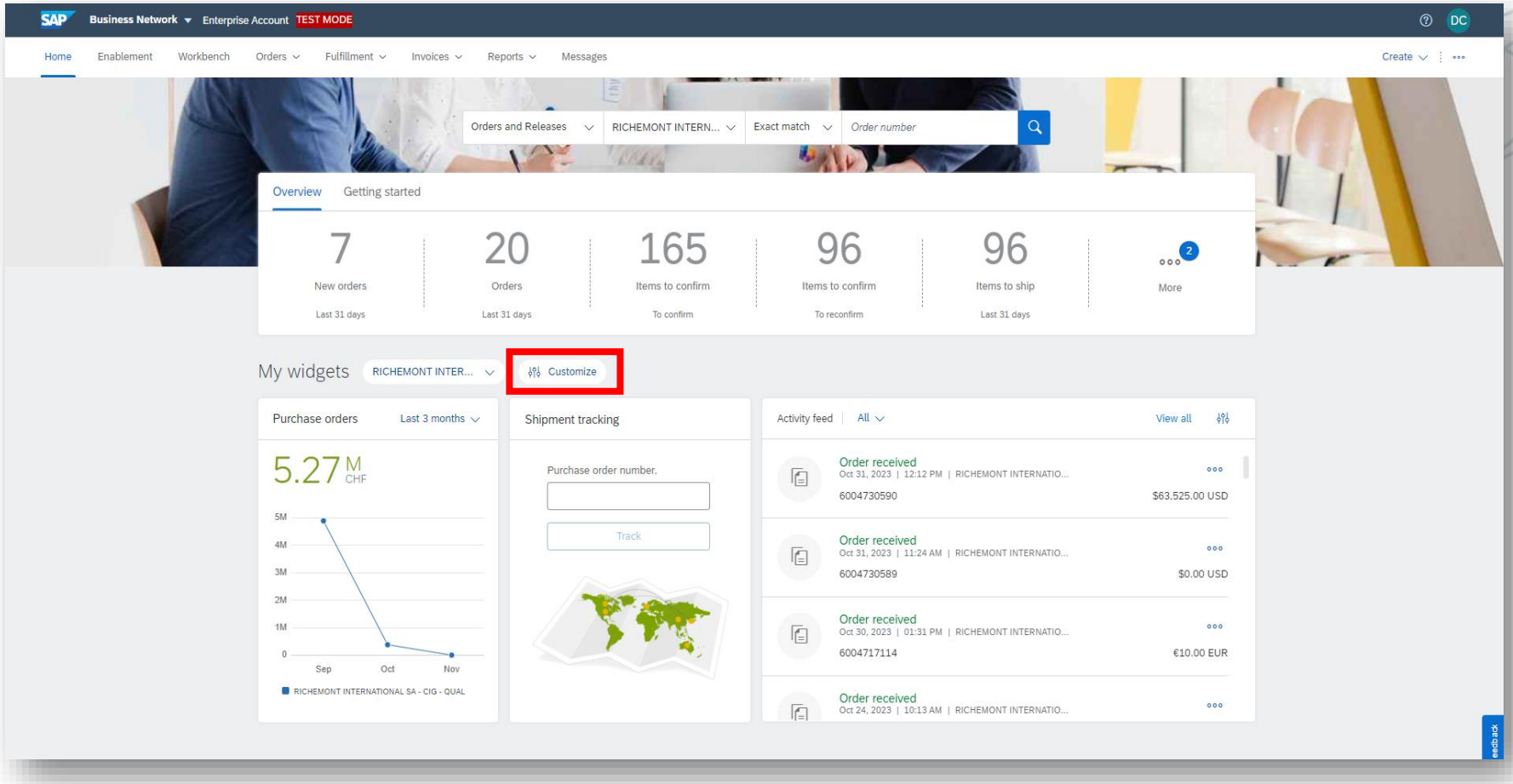
Go to «Richemont LTSD Supplier Application»

1. Click on tile “Richemont LTSD Supplier Application”



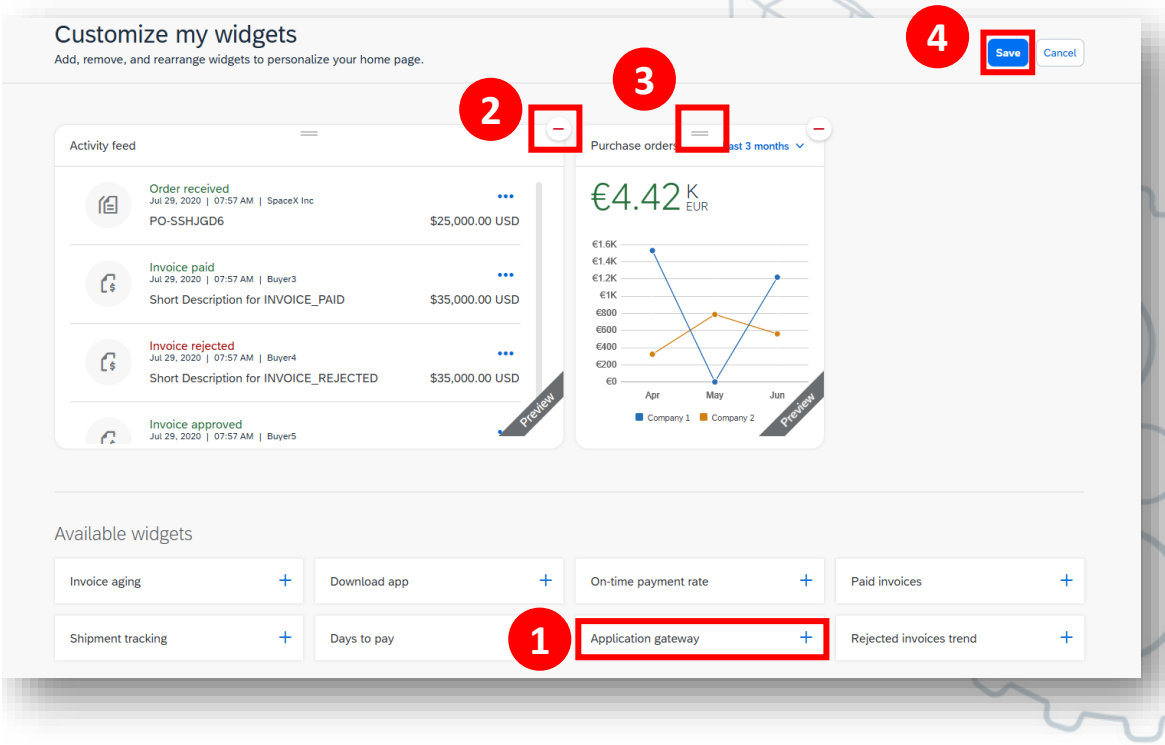
WIDGETS CONFIGURATION

- To access the LTSD App, it is necessary, upon your first connection, to configure the home display so that access to the App is easily visible. To do this click on **“ Customize ”**



WIDGETS CONFIGURATION

- You need to add the **"Application Gateway"** widget. To do this, click the **+** button in the list of available widgets **[1]**
- You can also remove Widgets from the home page by clicking on **–** at the top-right corner of each Widget **[2]**
- The widget layout is editable by clicking/dragging Click and hold left click on the icon **=** to move the widgets, bring the widget to the top of the page **[3]**
- Click on **" Save"** to save your configuration **[4]**

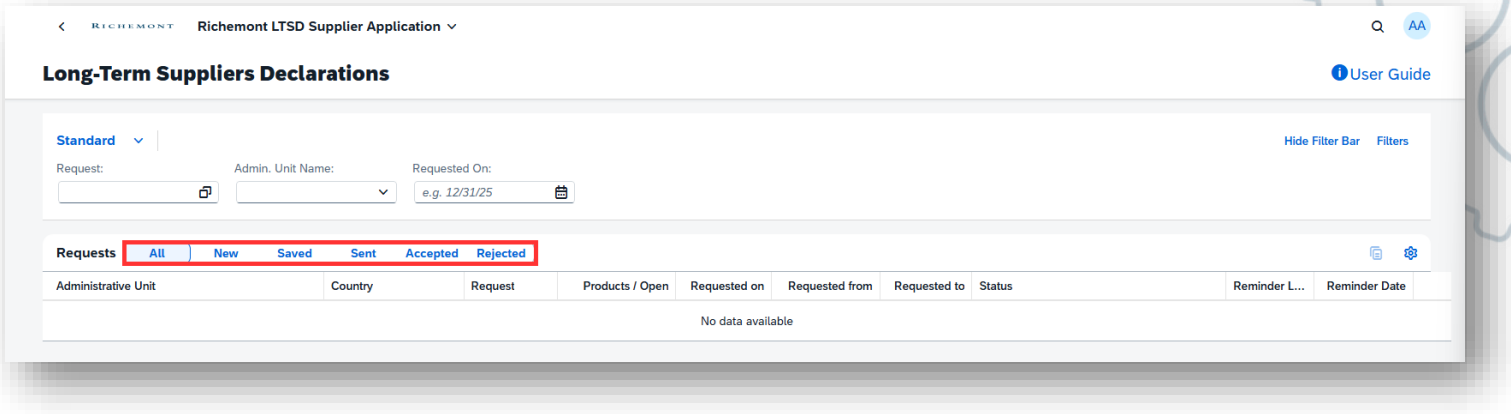


Understand the Dashboard

The Long-Term Supplier Declarations Dashboard allows you to view and manage your LTSD. The dashboard is organized into the following sections:

1. *All: Shows all LTSD.*
2. *New: Displays newly received LTSD.*
3. *Saved: Contains LTSD you have saved.*
4. *Send: Displays the LTSD that have been sent and are awaiting approval from the Maisons.*
5. *Accept: Lists LTSD you have accepted.*
6. *Rejected: Shows LTSD you have rejected.*

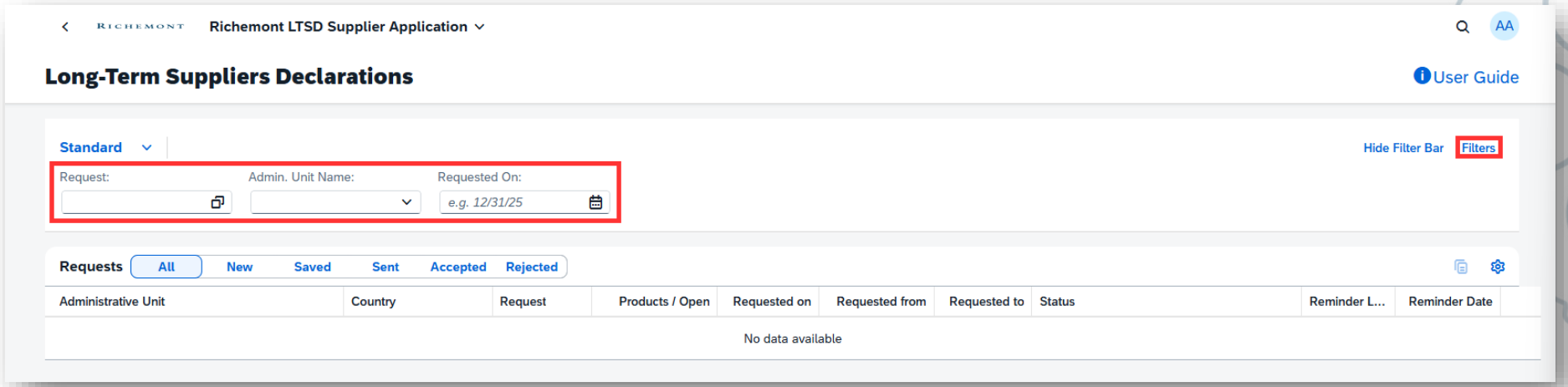
The dashboard provides a centralized view of all LTSD requests (new, saved, sent, accepted and rejected)



Understand the Dashboard

- **To display a specific LTSD, use the Long-Term Supplier Declarations Dashboard and search by:**
  - LTSD Number
  - Administrative Unit
  - Request Date

The filter button allows you to narrow down your search by applying specific filter criteria.



Manage LTSD Requests

- **Each time a new LTSD request is sent to you, an email will be sent to your LTSD contact email address.**

1. Follow the step from section «Connect to LTSD App»

Connect to the LTSD App

Manage LTSD Requests

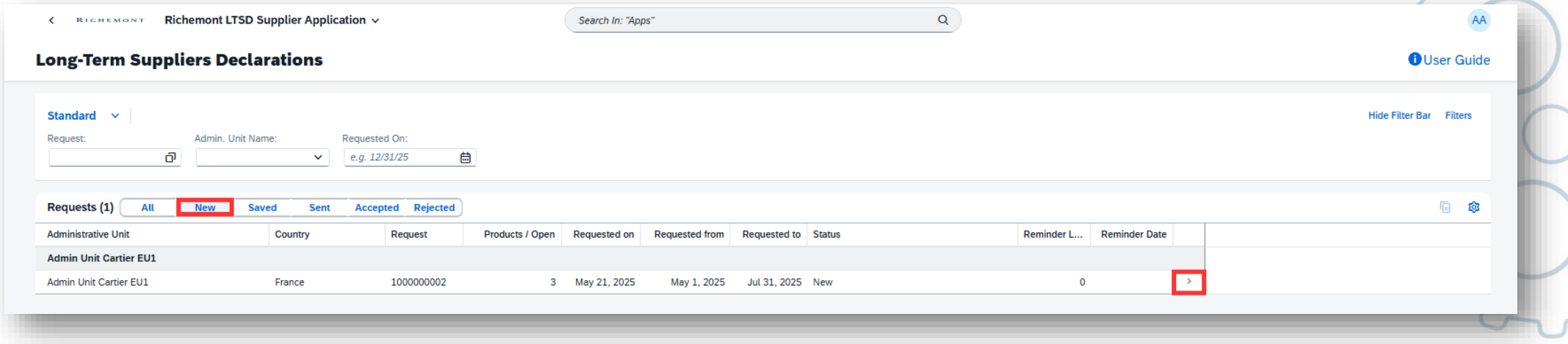
- **The preference status can be completed in three different ways:**
  - Individual for each product
  - Mass Update
  - Mass load via import file

The following slides detail these options.

Manage LTSD Requests

- **On the Dashboard, under “New” section, you’ll find the new LTSD Request**

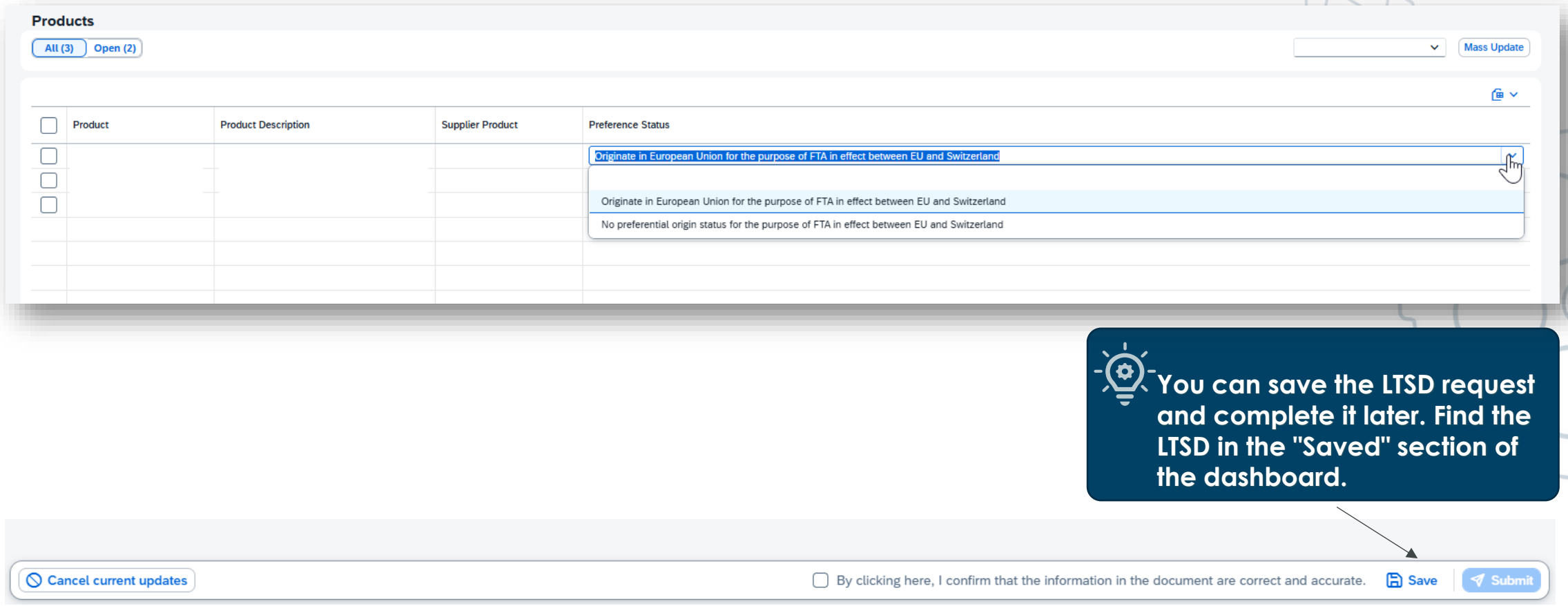
1. Open the request, by click on the arrow



Manage LTSD Requests

Provide information about preference status for each product

1. Select a value from the dropdown menu to complete the preference status for each product.



You can save the LTSD request and complete it later. Find the LTSD in the "Saved" section of the dashboard.

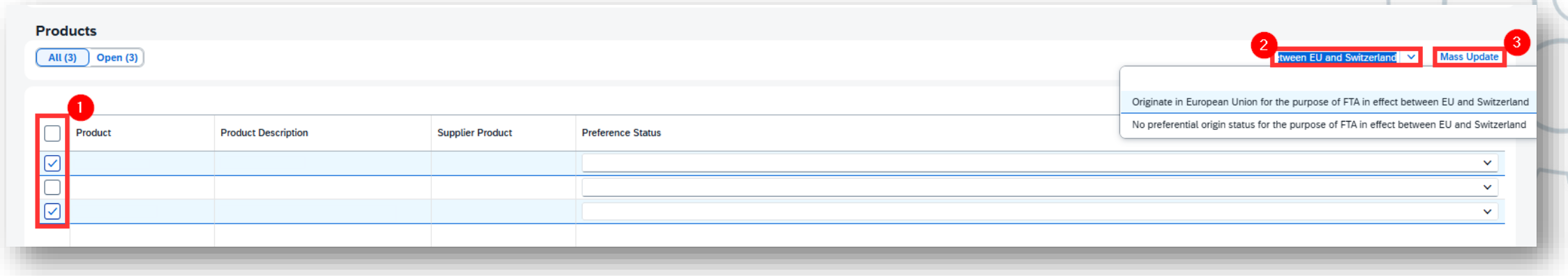
Manage LTSD Requests

Mass Update

To manage multiple products preference status, you can proceed as follow:

1. *Select: Choose all products that share the same preference status.*
2. *Choose: Select the correct preference status from the dropdown options.*
3. *Update: Click the "Mass Update" button.*

This will apply the selected preference status to all of the products you selected.

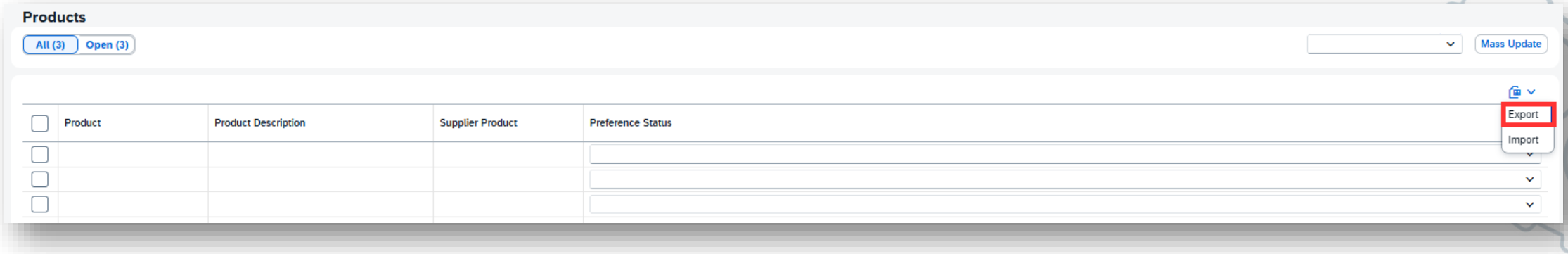


Manage LTSD Requests

Mass load via import file

Follow these steps to load in mass preference statuses via import file:

1. *Export the Template: Click the "Export" button to download the product list in the required format.*



Manage LTSD Requests

Bulk Update with import file

Complete the Spreadsheet

1. *Open the downloaded file in Excel*
2. *For each product listed in the sheet, use the dropdown menu within column D to select the appropriate preference status*

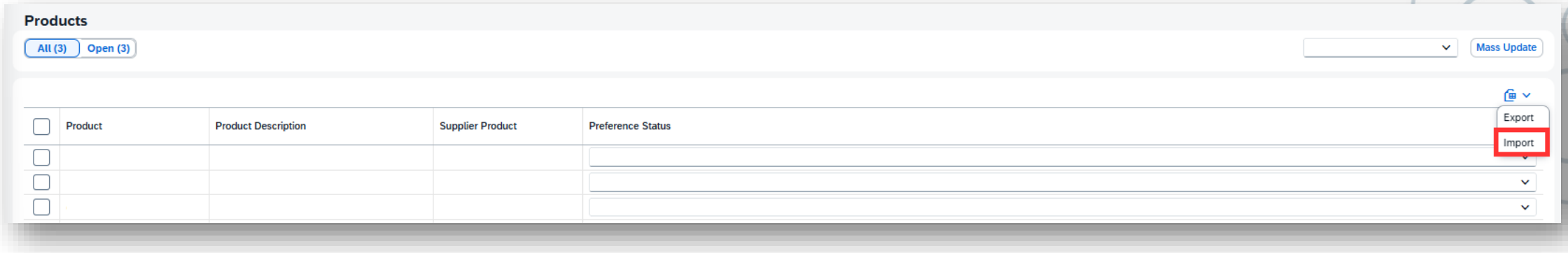
Important: Do not change the order of the columns or add any extra columns.

Manage LTSD Requests

Bulk Update with import file

- ***Import and updated file***
  1. *Return to the application*
  2. *Click "Import*
  3. *Select your completed file*
  4. *Upload it*

The system will update the preference status accordingly.

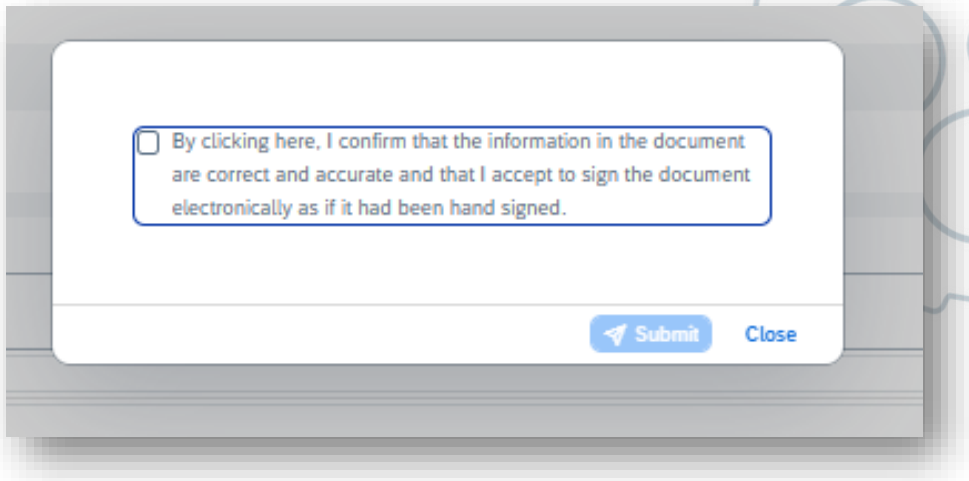


Send LTSD Requests

Send LTSD Requests

1. Verify Product Preference Status: Ensure that a preference status has been assigned to each product
2. Click on “Submit”
3. Confirm : Confirm the accuracy of the information in the document by ticking the confirmation box. This will activate the “Submit” button, which you can then click to submit the LTSD request to the Maisons

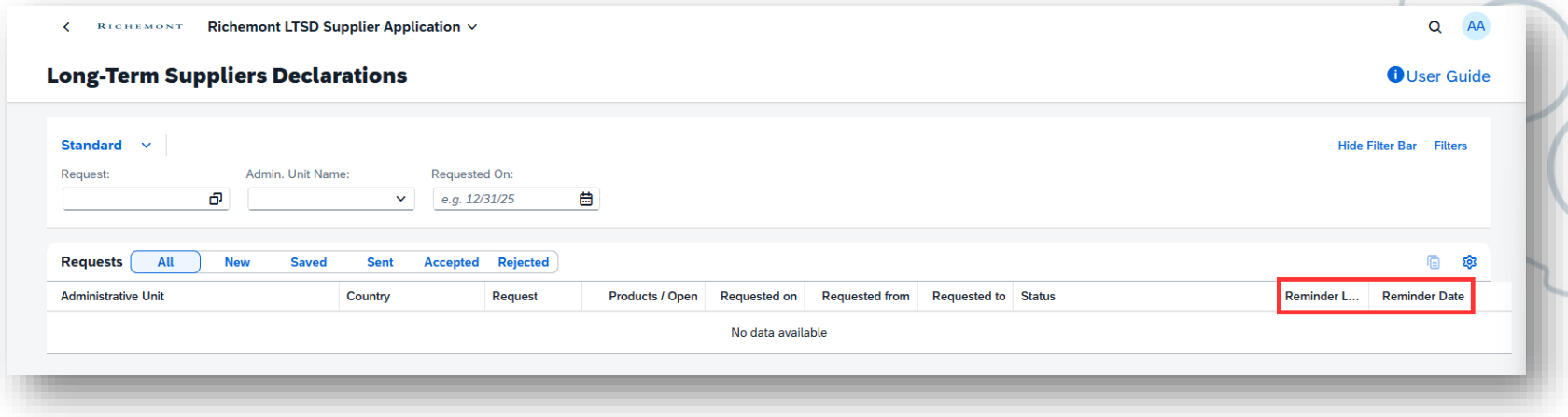
Find the LTSD in the “Sent" section of the dashboard.



Reminder Level on LTSD Requests

- **LTSD Request Reminder:** To ensure timely responses to LTSD requests, the LTSD list includes "Reminder Level" and "Reminder Date" columns.

The "Reminder Level" (1 to 3) indicates the urgency based on the delay in your response. Please prioritize requests with higher reminder levels.



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